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P-Card Activities Calendar

In addition to an enhanced section (topic 4) on the P-Card included in our Standard Operating Procedures (SOP) chapter on [OTPS Purchases](#), The Division of Financial Operations (DFO) Office of Payable Operations is pleased to provide a new planning tool – the [P-Card Activities Calendar](#) located in the “What’s New” section of DFO’s website. The calendar displays card-holder and DFO responsibilities on a monthly basis for the year including the enrollment period, annual deactivation date, certification deadlines, and on-going enforcement reviews.

Also, please reinforce with staff the importance of complete three-way documentation, which includes: (a) updated usage log including employee name, vendor name, date of purchase, details of purchase, and cost; (b) related receipts; (c) the bank statement reflecting these charges. These three documents should be reconciled by the employee and approved by the supervisor on a monthly basis. Any discrepancies should be reported to the bank in writing within the following 30-day billing cycle, with notice to payables operations. DFO reserves the right to request reimbursement from employees whose documentation is unapproved, incomplete or inaccurate.

The new CFN support team will be trained on P-Card enrollment, usage, and certification in July 2010.

Should you have questions, please contact Sherry Hawn, Payable Operations Administrator, at 718-935-4215.